

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Human Resource/Personnel Policy #109

NOTICES REQUIRED TO BE POSTED

EFFECTIVE DATE: May 1, 2005

PUBLISHED: May 1, 2002

REVISED: May 1, 2005

The Department of Human Resources is required by Federal and State laws, Governor's mandate, Rules of the State Personnel Board and department policies to post certain notices in areas conspicuous to employees and applicants at each work location. DHR organizational units are responsible for posting and maintaining required notices at their locations.

(Section A)
**REQUIRED
NOTICES**

1. The notices listed below are required by Federal Law:
 - Equal Employment Opportunity Notice;
 - Family and Medical Leave Act; and,
 - Federal Minimum Wage Notice.
 - (USERRA) The Uniformed Services Employment & Reemployment Rights Act
2. The notices listed below are required by State Law:
 - Workers' Compensation - Panel of Physicians;
 - Workers' Compensation - Bill of Rights for the Injured Worker;
 - Workers' Compensation - Reporting Instructions;
 - Workers' Compensation - Fraud Notice;
 - Equal Pay for Equal Work Act;
 - Unemployment Insurance for Employees;
 - Vacation Unemployment Insurance; and,
 - Hazardous Chemicals Notice (if applicable).
3. The notice listed below is required by the Governor:
 - State Employees / Free Speech and Public Access Rights
4. The notice listed below is required by the Rules of the State Personnel Board:
 - Grievance Notice.
5. The notices listed below are required by DHR policies:

NOTICES REQUIRED TO BE POSTED (continued)

- Drug-Free/Alcohol-Free Work Place Notice; and,
- No Smoking Notice.

6. Required posters may be accessed at the Office of Human Resource Management and Development (OHRMD) Internet web site:

www2.state.ga.us/departments/dhr/ohrmd/Policies/requiredNotices.html

(Section B)

OFFICIAL POSTING AREAS

DHR organizational units should designate “official” posting areas (e.g., bulletin boards, wall space, etc.) that are used solely for official, work-related purposes. Postings in “official” posting areas should include required notices, program and service-related announcements, employment opportunities, and other employment-related matters.

(Section C)

EMPLOYEE POSTING AREAS

DHR organizational units should designate “employee” posting areas (e.g., bulletin boards, wall space, etc.), if available, for professional associations and employee general interest purposes.

1. Items posted should be restricted in size and duration of posting.
2. Items should not promote a particular political, moral, religious, personal or other opinion.
3. Items that are obscene, vulgar, offensive or inflammatory are prohibited.
4. Management reserves the right not to post and the right to remove any item that contains false, misleading or inappropriate information.

(Section D)

COMPLIANCE

Staff should be assigned to monitor official and employee posting areas to ensure compliance with this policy.

For additional information or assistance, please contact the Office of Human Resource Management and Development (OHRMD) – Employee Relations at 404/656-5796.
